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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020037-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 19

DATE: 12 May 1955

I. SIGNIFICANT ITEM:

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II. OTHER ITEMS:

A. A&E CONTRACT - On 9 May 1955, three requests were submitted to the Office of Logistics for execution of contracts for the A&E Staff. The contracts involved were:

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STAT

100 NO. 36 NO CHANGE
IN CLASS 09
NEXT REV DATE 09
NO. PGS 9
REV CLASS C
AUTH: HR 79-3
DATE 14 Dec 79
CNC COMP II
CPL II
ORG CLASS S

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B. OTR VACANCIES - GS POSITIONS

Organization

Professional Clerical

Plans & Policy Staff
Assessment & Evaluation Staff
Support Staff - Headquarters
Support Staff -
Basic School
Intelligence School
Language & External Training School
Operations School - Headquarters
Operations School -
Operations School -

Total

25X1

25X1

C. OTR BUDGET - Draft copies of the proposed FY-1956-1957 Budget Call were obtained by the BFO/TR, indicating the following schedule:

1. Operating Budget FY-1956 due 6 June 1955.
2. Preliminary Estimates FY-1957 due 27 June 1955.
3. Office Estimates FY-1957: Organizational and Functional statements due 11 July 1955.
4. Complete Office Estimates FY-1957 due 22 August 1955.

D. CHANGE IN ACCOUNTING SYSTEM - - In conference with officials of the Finance Division, Technical Accounting Staff, Finance Officer/ and BFO/TR it was tentatively determined that the prototype of Decentralized Accounting Procedures, which has been in effect for the past eleven months at will be discontinued 1 July 1955 and the Class A Station Accounting Procedures adopted. The potential training aspects of the Class A procedures could provide trainees "atmospheric orientation" and practical application at the conclusion of Headquarters training prior to leaving for overseas assignment.

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E. Registrar Activities -

1. Data on external and internal area training from 1 July 1953 - 30 July 1954 was prepared and forwarded to C/IETS.
2. The OTR Monthly Report of Trainees for April was distributed 11 May 1955.
3. Weekly enrollment statistics on full time OTR courses will be disseminated today.

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G. PLACEMENT OFFICER - Director of Personnel has designated another Placement Officer to assist in the handling of OTR affairs. [redacted] will now handle regular OTR placement with [redacted] handling only JOT, JCD, and CD affairs.

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H. [redacted] U.S. SAVINGS BONDS PAYROLL PLAN - Four suggested plans for the subject to serve [redacted] personnel were submitted to the AO/TR on 10 May 1955 for review prior to being forwarded to the [redacted] for consideration and selection. Upon determination that [redacted] should participate, the HFO/TR will arrange for this participation with appropriate Headquarters components.

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I. SOCIETY FOR PERSONNEL ADMINISTRATION - [redacted] is attending several lectures at the Society for Personnel Administration Convention in Washington.

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J. [redacted] - Weekly report of the utilization of [redacted] from 4 May through 10 May is attached.

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Attachment: [redacted]

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